King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.02.007, Payroll Files	Approved By:	Director Allen Nance
	Effective Date:	November 26, 2024
	Reviewed By:	PRC, CFO, BFO
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Purpose
To establish guidelines for the maintenance and review of payroll files.

Policy
It is the policy of this Department that accurate payroll information is maintained for each employee and that the information is handled confidentially.

A. Payroll files

1. All payroll files and related documents will be maintained by the Payroll Unit and will remain secured at all times.
   a. Physical documents will be kept in the Payroll Unit in the Finance Section of the Administrative Services Division.
   b. Electronic documents will be kept in the designated shared DAJD Finance Section records.
2. Payroll files will be accessible only to the Payroll Unit and the following Department staff, and only as necessary in the performance of their duties:
   a. Director
   b. Deputy Director
   c. Facility Commanders/Division Directors
   d. Chief of Administration
   e. Majors/Deputy Division Directors
   f. Chief Financial Officer
   g. Internal Investigation Unit Captain
   h. Internal Investigation Unit Sergeants
   i. Human Resource Section Personnel
   j. Supervisors may review the files of only those employees under their direct supervision.
   k. Any employee may review their own file in the presence of payroll personnel or their designee.

B. Review of Records

1. An employee who would like to review their own file shall do so only in the presence of payroll personnel or their designee. The employee must send a request, in writing, to the Payroll Supervisor to arrange the viewing.
2. An employee seeking to challenge the accuracy or completeness of any part of their payroll record must do so in writing to the Payroll Supervisor, clearly identifying that information which they assert to be inaccurate or incomplete.
3. If it is determined that the record contains mistakes or inaccuracies, the Payroll Supervisor may order its correction, addition or removal.